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Approved For Release 2005/08/16 : CIA-RDP82-00939A000100110001-8

11 July 1956

To:

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quarters, Operations School)
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From:

Subject: OTR BULLETIN

1. The copy deadline for the 1 August issue is Monday, 16 July. (If necessary, your material can be accepted as late as 18 July, but this makes it difficult to clear each item with Mr. Baird, have them typed perfectly for the photographic reproduction, and get them to the [] printing plant by the plant's deadline of the 20th. Please typewrite the material, with one carbon copy.

2. The current issue, number 16, July, was scheduled for distribution - DD/I 270 copies, DD/S 238 copies, and DD/P 209 copies is our standard distribution - on Monday, 2 July. However, machine breakdown at the plant, a firedrill (at the plant they have to remove all jobs from the machines and store them away prior to a drill), and the 4 July holiday held up Agency-wide distribution until Friday, 6 July. Distressing, but understandable, and I'm sure they will be able to give us the one-or-two day differential on first-of-the-month service, as arranged initially.

3. We've had 2 issues of the "new" Bulletin, now, and the reaction from the approximately [] Agency training officers has been uniformly favorable. In the DD/S meeting, for example, Training Officer [] of the Logistics Office, commented that [] article on reading was exceptionally good, in his opinion, and it produced noticeable interest concerning Reading Improvement, course I-7; also, that the news item in that 16 May issue, concerning the newly developed "correspondence course" in reading, stimulated inquiries. The news item on the availability of the Basic Orientation, course B-3, training manual, "An American Thesis", has thus far resulted in more than 50 requests for copies; these requests came from individuals in various offices throughout the Agency and, in effect, you may regard the statistic as an indicator of your responsive readership.

Of course,

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3. Of course, our intra-Agency communication system really consists of three parallel lines - the OTR Bulletin, the OTR Notice, and the regularly scheduled Training Officer Meetings. The OTR Notice, a poster version of the "Registrar's Reminders" section of the Bulletin, has now been approved by the Office of Security, Office of Personnel, and the Management Staff. It will be introduced, on approximately 60 employee hall bulletin boards, this month. So, your contact with the Agency public again is increased! By use of the Bulletin and Notice, I think we will be getting the maximum coverage possible through the means of the written word, but the advantages of your representatives appearing at the Training Officer Meetings are, I believe, substantial.

4. Please note paragraph 5 of OTR Notice 16-56, dated 21 May 1956. The old-style, hand-processed type of announcements, of all kinds, no longer are to be sent to [] office, they are routed through here, and I take them to the Registrar and then to the DTR's office for signature and to [] for reproduction and distribution. Such announcements are now termed "EMERGENCY", for they occur only when it is impossible to include them in a regular monthly issue of the Bulletin.

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5. The provision for a "Feature Article" section in the Bulletin has resulted in several fine articles focussing Agency-wide attention on courses and services; please encourage your associates to take advantage of this opportunity to promote their interests, and those of their staff or school. Thus far, we have printed:

<u>TITLE</u>	<u>BY</u>	<u>PROMOTING</u>
"Communist Propaganda Exhibit"	[]	Basic Orientation
"Time to Read"		Reading Improvement
"Russian is Rough? Nyet!"		Russian language courses
"Area Training Program"		Area training courses
"Russian Art - Part of Our Picture"		Language and Area School, special lecture series

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6. Authors in your schools and staffs can use the above as patterns for their own writing. There are no hard and fast rules on the selection of topics for articles; all we must do is be sure to work in a training implication. The important thing is that the article appeal to a mass public.

7. Please examine your OTR Weekly Report each time for items on which you can base squibs for the "News" section of the Bulletin. Usually, the items, as they appear in the Weekly Report, are not comprehensive enough for finished news, nor are they journalistically written, but they are excellent leads, I have found, and you can follow them back to the source and come up with items of real interest to the Agency audience!

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